



eLearning: Getting it right: owning the Recruitment process

Introduction

In a fast paced busy learning environment it is often hard to keep up to date with the latest learning, yet we know that as leaders and managers it is vitally important that you do. The Leadership Centre of Excellence is hosting a Leadership Summit follow up for our AfC staff to develop and update their skills and knowledge in people management.

This workshop will support our leaders and managers to prepare and run a successful recruitment campaign. This workshop will ensure that all our hiring managers are aware of the AfC processes and how to attract candidates. This session is one of the three mandatory events that AfC leaders and managers will need to complete during this week.

These learning events are for all leaders in the organisation who have line management responsibility. The workshops will bring colleagues together to share best practice, hear about developments with the organisation and refresh knowledge.

Learning Outcomes

By the end of the session delegates will:

- Be able to describe and understand the Law as it relates to recruitment.
- Understand how to write job profiles in the new world.
- Be able to describe how to screen applicants.
- Know how to set up and structure a successful interview.
- Develop methods to conduct an interview using effective questioning techniques.
- Adopt techniques that will assist in make an objective assessment of candidates.
- Have practised the techniques and received feedback.

Audience	Youth, Sports and Culture, Social, Family and Voluntary Support, Justice and Crime Prevention, Health, Education, Early Years and Childcare, Business Support
Age Ranges	0 - 5 yrs / 5 - 7 yrs / 7 - 11 yrs / 11 - 19 yrs / 19 yrs
Trainer	Various Trainers

Start Date	Venue	Times	Event Code
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